

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

Post Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. This form is a public disclosure. The form and all attachments will be made publicly available.

Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):**Travel Dates:**

Microsoft

10/26/22-10/28/22

Name of accompanying family member (if any):**Relationship to Traveler:****Total Expenses**

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
750	464	79	

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

6/6/23

Jon Adame

Date

Printed Name of Traveler

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/6/23

Date

Signature of Supervising Senator/Officer

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Originally Submitted
Sept. 26, 2022

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jon AdameEmploying Office/Committee: Senator Marsha BlackburnPrivate Sponsor(s) (list all): MicrosoftTravel date(s): 10/26/22 - 10/28/22*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Redmond, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I handle the entire legislative portfolio for Senator Blackburn, who is a leader on domestic and international tech and trade issues.

Name of accompanying family member (if any): n/aRelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/19/22

(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Marsha Blackburn hereby authorize Jon Adame
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/26/22

(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jon Adame

Employing Office/Committee: Senator Marsha Blackburn

Private Sponsor(s) (list all): Microsoft

Travel date(s): 10/26/22 - 10/28/22

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Seattle, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I handle the entire legislative portfolio for Senator Blackburn, who is a leader on domestic and international tech and trade issues.

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Marsha Blackburn hereby authorize Jon Adame
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/26/22
(Date)

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Microsoft Corporation (Microsoft)

 2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector.

 3. Dates of travel: October 26-28, 2022

 4. Place of travel: Redmond, WA

 5. Name and title of Senate invitees: See attached attendee list.

 6. I *certify* that the trip fits one of the following categories:

☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -

☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

- AND -
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of

sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging

technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft

has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more,

particularly through Information Technology. This trip allows Microsoft to educate and engage Senate

Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft hosted a trip earlier this summer, June 29 - July 1, 2022.

Microsoft also hosted a yearly trip between 2015-2019 and previously hosted trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and Tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$1,500 Breakout per participant: Airfare \$1,350 Shuttle Bus \$150	\$464 \$232 per night per participant; 2 nights of lodging per participant	\$79	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Bellevue

900 Bellevue Way NE, Bellevue, WA 98004

20. Reason(s) for selecting hotel or other lodging facility:

Hotel fits within the locales per diem allowance and close to Microsoft campus.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses and lodging expenses will meet the per diem for June for official Federal

Government travel. Estimated food costs are \$79.00 per day and lodging costs are estimated to be

\$232 per day.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Microsoft is providing round-trip coach airfare per participant. Ground transportation is being provided

with private shuttle bus service to/from airport and Microsoft campus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Michaela Berendt

Name and Title: Michaela Berendt; Business Operations Associate

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond, WA 98052

Telephone Number: +1 425.538.7023

Fax Number: _____

E-mail Address: michaela.berendt@microsoft.com



Schedule

Wednesday, October 26, 2022

Start Time	End Time	Subject/Speaker	Location
5:40 pm	8:35 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:35 pm	8:35 pm	Arrival at SeaTac Airport	
		<i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004

Thursday, October 28, 2022

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft	
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	
8:30 am	9:00 am	Welcome Breakfast and Opening Remarks Frank Cavaliere, General Manager, Congressional Affairs	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	
9:00 am	10:00 am	Digital Transformation #IRL Demo Danny Morales, Business Program Manager	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens, Machine learning, and more. Participants will also</i>	



Start Time	End Time	Subject/Speaker	Location
		<i>experience a hands-on demonstration of HoloLens technology.</i>	
10:00 am	10:15 am	Shuttle to Building Studio C	
10:15 am	11:45 am	IVAS Demo Kim Scobee, Senior Program Manager <i>Microsoft's Integrated Visual Augmentation System (IVAS) is an ongoing US Army program to provide infantry personnel with mixed reality (MR) devices that enable image rendition in low light conditions, object outlining, 3D mapping overlays, picture-in-picture displays, and other features. Visitor's will be able to view a demonstration of the IVAS technology and try the wearable device.</i>	Studio C IVAS Suite 3640 150th Ave NE, Redmond, WA 98052
11:45 am	12:00 pm	Walk to Lunch	
12:00 pm	12:45 pm	Lunch <i>Individual dining cards will be provided to each attendee.</i>	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
12:45 pm	1:00 pm	Walk to B99	
1:00 pm	1:45 pm	Tour Microsoft Research Lab Ashley Llorens, VP Distinguished Scientist and Managing Director <i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools used by the team, and see a demonstration of new technologies currently being tested.</i>	B99 Research Lab 14820 NE 36th Street Redmond, WA 98052
1:45 pm	2:00 pm	Shuttle to B86	



Start Time	End Time	Subject/Speaker	Location
2:00 pm	2:45 pm	Inclusive Tech Lab & Microsoft Accessibility Jenny Lay-Flurrie, Chief Accessibility Officer Solomon Romney, Accessibility Program Manager	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
<i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.</i>			
2:45 pm	3:00 pm	Shuttle to Microsoft Treehouses	
3:00 pm	3:45 pm	Sustainability at Microsoft Mark Kroese, General Manager, Environmental Sustainability Solutions	Treehouse OMS-1 3620 163rd Ave NE Redmond, WA 98052
<i>Mark Kroese will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>			
3:45 pm	4:00 pm	Shuttle to Redwest C	
4:00 pm	5:00 pm	Nation State Attacks and Cybersecurity Briefing Cristin Goodwin, Associate General Counsel	DCU Briefing Room
<i>Cristin Goodwin will discuss what Microsoft is seeing with regards to nation-state cyberattacks. The Digital Security Unit is focused on why nation-state attacks are happening; what the impact of the attacks may mean to victims, governments, or the ecosystem; and the unique perspective only Microsoft can bring to understanding attacks, responding to incidents, shaping laws, or ensuring compliance with cybersecurity laws and regulations.</i>			
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner	Hyatt Regency



Start Time	End Time	Subject/Speaker	Location
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	Black Bottle Bellevue 919 Bellevue Way NE Bellevue, WA 98004

Friday, October 29, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport	
		<i>Meet the shuttle driver in front of hotel carrying a "Microsoft" sign.</i>	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA

Date

Attention: Jon Adame

Subject: Travel for Jon Adame

Dear Jon Adame:

We are pleased to invite the person(s) mentioned in the subject of this letter to visit the Microsoft Campus in Redmond in June. The purpose of the visit is to discuss cybersecurity, cloud computing, sustainability, research, and emerging technologies. The trip will include one dinner, speakers, policy discussion, and tours of the Microsoft campus. The proposed timing for this trip, pending your confirmation, is from October 26, 2022, to October 28, 2022.

Microsoft values the participation of its government customers at events such as this and would like to pay for travel and lodging expenses for Jon Adame. If permitted, we would be pleased to pay for the following expenses:

- Round trip airfare with a maximum value of US \$1500.00.
 - This travel will be in Economy Class.
- Lodging for 2 nights.
- Meals and refreshments.
- Transportation between the hotel, Redmond campus, and dinner
 - Attendees are responsible for their own transportation to and from airports.

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not identified above. The official or the agency will be responsible for those expenses. Microsoft will purchase airfare, lodging, meals, and transportation on behalf of the official; we will not provide any personal reimbursement to the official.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

An official senior to the officials receiving travel, or a representative of your agency's legal or compliance department should review this letter, and if approved, have him or her sign in the space provided below and return to Whitney Sleight at Microsoft (you may scan and send by email to y-wsleight@microsoft.com on or before October 14, 2022.

Regards,



Michaela Berendt
Business Operations Associate
CELA, USGA

APPROVED:

Name of Government Agency

Signature of Approver

(The trip must be approved by either (i) an individual at the agency senior to the official receiving the travel or (ii) the agency's legal or compliance department).

Title of Approver

Date

Date

Attention: Pending Attendee

Subject: Travel for Pending Attendee

Dear Pending Attendee:

We are pleased to invite the person(s) mentioned in the subject of this letter to visit the Microsoft Campus in Redmond in June. The purpose of the visit is to discuss cybersecurity, cloud computing, sustainability, research and emerging technologies. The trip will include one dinner, speakers, policy discussion, and tours of the Microsoft campus. The proposed timing for this trip, pending your confirmation, is from October 26, 2022 to October 28, 2022.

Microsoft values the participation of its government customers at events such as this and would like to pay for travel and lodging expenses for Pending Attendee. If permitted, we would be pleased to pay for the following expenses:

- Round trip airfare with a maximum value of US \$1500.00.
 - This travel will be in Economy Class.
- Lodging for 1 night.
- Meals and refreshments.
- Transportation between the hotel, Redmond campus, and dinner
 - Attendees are responsible for their own transportation to and from airports.

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not identified above. The official or the agency will be responsible for those expenses. Microsoft will purchase airfare, lodging, meals, and transportation on behalf of the official; we will not provide any personal reimbursement to the official.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

An official senior to the officials receiving travel, or a representative of your agency's legal or compliance department should review this letter, and if approved, have him or her sign in the space provided below and return to Whitney Sleight at Microsoft (you may scan and send by email to y-wsleight@microsoft.com on or before October 14, 2022.

Regards,



Michaela Berendt
Business Operations Associate
CELA, USGA

APPROVED:

Name of Government Agency

Signature of Approver

(The trip must be approved by either (i) an individual at the agency senior to the official receiving the travel or (ii) the agency's legal or compliance department).

Title of Approver

Date

First Name	Last Name	Office or Committee	Job Title
Avery	Gardiner	Judiciary	Chief Counsel, Competition and Tech Policy
Sean	Sweeney	Sen. Mark Warner	Legislative Assistant
Chad	Kreikemeier	Senator Shaheen	Chief of Staff
Courtney	Young	Senator Kennedy	Legislative Assistant
Micki	Werner	Senator Marsha Blackburn	Legislative Aide
Lauren	Reamy	Senator Marco Rubio	Legislative Director
Jesse	Mahan	Senator Lankford	Legislative Assistant
Chris	Kelly	Senator Blackburn	Health Legislative Assistant
Andrew	Kelley	Senator Boozman's office	Legislative Assistant
Michael	Mets	Senator Susan Collins	Legislative Assistant
Katherine	Nikas	Senate Judiciary--Senator Graham	Chief Counsel
Rachel	Bissex	Senate Judiciary Committee	Senior Counsel
Samantha	Scoca	Senate Committee on Small Business & Entrepreneurship	Deputy Staff Director
Corey	Sellers	Steve Daines	Policy Advisor
Mary	Silverthorn	Senator Cramer	Legislative Assistant
Bradley	Plunkett	Senator John Boozman	Legislative Correspondent
Luke	Pettit	Senator Hagerty	Senior Policy Advisor
Andrew	Gleaton	Senator Mike Crapo	Legislative Aide
Andrew	Gleaton	Senator Mike Crapo	Legislative Aide
Aaron	Stanislawski	Sen. Chris Coons - Judiciary Committee - Subcommittee on Privacy, Technology, and the Law	Counsel
Michael	Brownlie	Senator Kyrsten Sinema	Deputy Chief of Staff and Legislative Director
Brandon	Palumbo	Office of Senator Ron Johnson (WI)	Legislative Assistant
Jamie	Susskind	Office of Senator Marsha Blackburn	Policy Advisor
Patrick	Fox	US Senator Bill Cassidy	Policy Advisor
Alexa	Green	United States Senator James E. Risch	Scheduler
Marlo	Meuli	Johnson	Admin Director
J.T.	Jezierski	Capito	LD
Brian	Cullen	Senate Foreign Relations Committee	Senior Professional Staff Member
Kendal	Barker	Senator Tuberville	Legislative Correspondent
Addie	Bassali	Senator Shelley Moore Capito	LA
Erica	Andeweg	Senator Deb Fischer	Senior Policy Advisor
Jon	Adame	Senator Blackburn	LD/GC
Andy	Ho	Risch	Legislative Aide

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RECEIVED BY: SECRETARY OF THE SENATE

Date: June 06, 2023

Ariel	Marshall	U.S. Senator Jeanne Shaheen	Legislative Director
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Adame, Jon (Blackburn)

From: Michaela Berendt (CELA) <Michaela.Berendt@microsoft.com>
Sent: Tuesday, September 13, 2022 1:54 PM
Subject: Microsoft October Congressional Staff Delegation

Good Afternoon:

On behalf of Microsoft, we'd like to invite you to the **Congressional Staff Delegation Visit** at the Microsoft Campus in Redmond, Washington. We are planning an engaging and interactive programs that will take place from the evening of October 26, 2022 to the morning of October 28, 2022. We hope that you will be able to join us.

While visiting the Pacific Northwest, you will tour Microsoft's state-of-the-art facility, witness cutting-edge technology demonstrations, and speak with business leaders and policy experts. Areas of discussion include cybercrime, gaming, sustainability, and cloud computing initiatives.

Please **submit your availability to visit our campus by Friday, September 16, 2022** using the link below, and we will send you registration materials on a first come first serve basis:

[Submit your availability here.](#)

We are happy to provide round-trip airfare, lodging, meals, and ground transportation in accordance with ethics committee guidelines. Please note that while Microsoft will pay for these expenses on your behalf, we are unable to make reimbursements for any costs you incur.

We look forward to hosting you for a fun and informative program!

Sincerely,

Michaela Berendt, Microsoft Corporation, Government Affairs

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes ☒ No

Expense Change	Revised Amount	Explanation

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

I only needed a one-way ticket to Seattle. I paid for the return flight, out of Portland, myself.

Were there any additional changes to the pre-approved trip?

☒ Yes ☐ No

Explanation:

I only needed a one-way ticket to Seattle. I paid for the return flight, out of Portland, myself.